

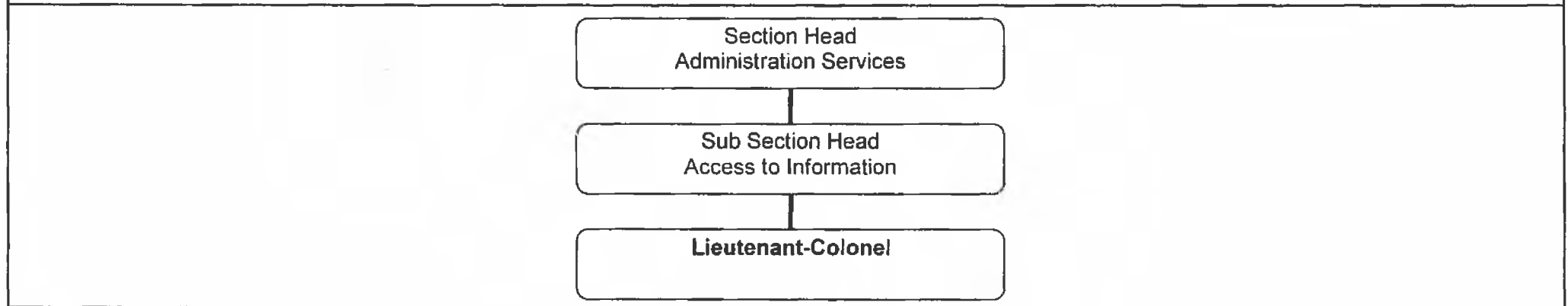


**JOB DESCRIPTION**

**SECTION A: JOB INFORMATION SUMMARY**

<b>STANDARDISED JOB TITLE</b>			
<b>RANK, INITIALS AND SURNAME</b>	Lieutenant-Colonel S Iyer	<b>PERSAL NUMBER</b>	0622550-1
<b>JOB TITLE</b>	Assistant Director : Administration	<b>PROVINCE/DIVISION</b>	Finance and Administration Services
<b>LEVEL</b>	10	<b>STATION/SECTION/UNIT</b>	National Deputy Information Officer

**ORGANISATIONAL PLACEMENT**



<b>PURPOSE OF THE POST</b>	<ul style="list-style-type: none"><li>• To give effect to the constitutional right of a person to have access to any information held by or under control of the Service</li></ul>
<b>KEY PERFORMANCE AREAS</b>	<ol style="list-style-type: none"><li>1. Co -ordinate the implementation of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).</li><li>2. Co -ordinate and render an administrative support function to the sub section.</li><li>3. Supervise the human resources of the sub section.</li></ol>

## SECTION B: KEY PERFORMANCE AREAS AND TASKS

**KPA 1:** Co-ordinate the implementation of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).

TASKS	TASK OUTPUTS
1.1. Present and coordinate information sessions and workshops when so required by the relevant offices of deputy information officers	1.1. Presented and coordinated information sessions and workshops to deputy information officers in terms of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).
1.2. Co-ordinate travelling arrangements for personnel of the sub-section and information sessions arrangements.	1.2. Co-ordinated travelling arrangements for personnel of the sub-section and information sessions arrangements in terms of the Public Finance Management Act, 1999 (Act No. 1 of 1999).
1.3. Co-ordinate and handle requests for access to information.	1.3. Managed requests for access to information in terms of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).
1.4. Perform inspections at selected offices of deputy information officers where problem areas were identified and intervene in order to solve identified problems or get conclusion on information to be included in circulars or the National Instruction.	1.4. Performed inspections at selected offices of deputy information officers where problem areas were identified and intervene in order to solve problems in terms of the Promotion of Access to Information Act, 2000 (Act No 2 of 2000).
1.5. Co-ordinate the receiving & consolidation of monthly SAPS 512(m) returns from all Deputy Information Officers on the type of requests received.	1.5. Co-ordinated the receiving & consolidation of monthly SAPS 512(m) returns in terms of section 32 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).

**KPA 2:** Co-ordinate and render an administrative support function to the sub section.

<b>TASKS</b>	<b>TASK OUTPUTS</b>
2.1. Co-ordinate requests for administrative related information	2.1. Co-ordinated requests for administrative related information in terms of office instructions and Minimum Information Security Standard (MISS).
2.2. Co-ordinate the compilation and submitting of monthly returns /feedback on requested information.	2.2. Co-ordinated the compilation and submitting of monthly returns / feedback in terms of office instructions and Minimum Information Security Standard (MISS).
2.3. Co-ordinate the compilation and submitting of quarterly reports.	2.3. Co-ordinated the compilation and submitting of quarterly reports in terms of office instructions and Minimum Information Security Standard (MISS).
2.4. Represent the sub section at the Woman's Network meetings	2.4. Represented the sub section at the Woman's Network meetings in terms of all relevant Head Office and Divisional instructions.
2.5. Co-ordinate the acquisition and distribution of physical resources allocated to the Sub Section.	2.5. Co-ordinated the acquisition and distribution of physical resources allocated to the Sub Section in accordance to the Public Finance Management Act, 1999 (Act No 1 of 1999).
2.6. Co-ordinate the updating of the inventories of the Sub Section.	2.6. Co-ordinated the updating of the inventories of the Sub Section in accordance to the Standing Orders (Stores) and Public Finance Management Act, 1999 (Act No 1 of 1999).
2.7. Coordinate the use and maintenance of general electronic equipment used by the sub section such as the fridge, photocopier machine, laminating machine, schredder and cutter.	2.7. Co-ordinated the use and maintenance of general electronic equipment in accordance to Standing Orders (Stores) and Public Finance Management Act, 1999 (Act No 1 of 1999).
2.8. Co-ordinate and where applicable, administer the administration relevant to the use of the state vehicle and ensure that the vehicle is kept neat and clean.	2.8. Co-ordinated and administered the use of the State Vehicle in accordance to National Instruction 4/2011, Standing Orders (F) and Public Finance Management Act, 1999 (Act No.1 of 1999) and all applicable instructions and orders.

**KPA 3:** Supervise the human resources of the sub section.

TASKS	TASK OUTPUTS
3.1. Manage the performance of personnel which includes the responsibilities of the typist.	3.1. Managed the performance of personnel which included the responsibilities of the typist in accordance to the Performance Enhancement Process (PEP) NI 1/2005 and SAPS Employment Regulations 2000.
3.2. Co-ordinate and monitor training and development initiatives of personnel and provide in service training and orientate and induct new members.	3.2. Co-ordinated and monitored training and development initiatives of personnel and provided in service training, orientation and induction of new members in terms the Public Finance Management Act, 1999 (Act No. 1 of 1999), Service Regulations 14, (SO(G) 39 and Mentorship skills and SO(G) 256.
3.3. Support members in dealing with personal or work related problems.	3.3. Supported members in dealing with personal or work related problems in accordance to the Employee Assistant Programs, National Instructions and Standing Orders.
3.4. Maintain general discipline and adherence to a Code of Conduct, Standing Orders and Regulations and deal with personnel grievances and conflict.	3.4. Maintained general discipline and adherence to a Code of Conduct in accordance to the Employee Assistant Programs, Standing Orders and National Instructions, Disciplinary Regulations 2006, SO(G) 29, 91, 256, 101, National Instruction 5/1999, sec. 8 and 18 of the South African Police Service Act 68/ 1995 Sec. 40.

## SECTION C: JOB REQUIREMENTS

### JOB REQUIREMENTS

#### SKILLS

The post requires advanced skills in:

- Building a successful team - ability to use appropriate methods and a flexible interpersonal style to help build a cohesive team; facilitating the completion of team goals.
- Managing Conflict - ability to deal effectively with others in an antagonistic situation; using appropriate interpersonal styles and methods to reduce tension or conflict between two or more people.
- Leading through Vision - ability to keep the organizations vision and values at the forefront of associate decision making and action.
- Driving - ability to drive light duty vehicle.
- Planning and organising - ability to establish courses of action for self and others to ensure that work is completed efficiently.
- Quality orientation - ability to accomplish tasks by considering all areas involved, no matter how small, showing concern for all aspects of the job; accurately checking processes and tasks; being watchful over a period of time.
- Aligning Performance for Success - ability to focus and guide others in accomplishing work objectives.
- Customer focussed - ability to make customers and their needs a primary focus of ones actions; developing and sustaining productive customer relationships.
- Communication - ability to clearly convey information and ideas to individuals or groups in a manner that helps them understand and retain the message.
- Delegating Responsibilities - ability to allocate decision-making authority and/ or task responsibility to appropriate others to maximize the organisation's and individuals' effectiveness.
- Information Monitoring - ability to set up Building a successful team - ability to use appropriate ongoing procedures to collect and review information needed to manage an organisation or ongoing activities within it.
- Build Strategic Working Relationships - ability to develop and use collaborative relationships to facilitate the accomplishment of work goals.
- Strategic Decision Making - ability to obtain information and identify key issues and relationships relevant to achieve a long-range goal or vision, committing to a course of

#### QUALIFICATIONS

- Grade 12 or equivalent.
- National Qualification Framework (NQF) Level 6
- Appropriate tertiary qualification or equivalent .

#### TRAINING

- Project Management.
- Human Resource courses.
- Leadership courses.
- Performance Management
- Financial Management.
- Customer Service.
- Diversity.
- Human Rights.
- WordPerfect.
- Corel word perfect/MS Word.
- PERSAL/PERSAP.
- Corel Presentations/Ms Power Point
- Corel Quattro Pro/Ms Excel
- Microsoft Outlook.

#### STATUTORY/ORGANISATIONAL REQUIREMENTS

- Valid drivers' licence.
- Be prepared to sign performance plan.

## JOB REQUIREMENTS

- action to accomplish a long-range goal or vision after developing alternatives based on logical assumptions, facts, available resources, constraints, and organisational values.
- Decision making - ability to identifying and understanding issues, problems, and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions, taking action that is consistent with available facts, constraints and probable consequences.
- Meeting participation -ability to use appropriate interpersonal styles and methods to help reach a meeting's goals while considering the needs and potential contributions of others.

## JOB REQUIREMENTS

### PERSONAL ATTRIBUTES

The post requires attributes which will ensure the following:

- **Tact** - courteous, diplomatic, comforting and respectful when attending to the problems or difficulties people experience.
- **Trustworthy** - keeps confidence.
- **Committed** - willing to go extra mile.
- **Disciplined** - adherence to rules and regulations.
- **Self-confidence** - belief in self.
- **Creative** - design and conceptualise imaginative and resourceful solutions.
- **Empathy** - compassion for people's situations.
- **External Actualisation** - potential or capacity to follow; to adhere to rules and regulations; to accept and subject oneself to external figures and symbols of authority
- **Observant**- pay special attention to detail.
- **Adaptability** - flexible approach.
- **Innovative** - introduce and apply new ideas and concepts.
- **Impact** - creating a good first impression, commanding attention and respect and showing an air of confidence.
- **Frustration Tolerance** - the potential or capacity to cope with frustration, the ability to handle ones's aggression or feelings of resentment and irritation with situations or others.
- **Self-Motivated** - inner drive to succeed.



### EXPERIENCE

- A minimum of 2 years uninterrupted service in the Service on relevant level.

### WORKING CONDITIONS/ENVIRONMENT

- Work in office / outside
- Present information sessions / workshops at provinces (office/boardroom venues)

### EQUIPMENT/TOOLS

- State vehicle / Computer

**SECTION D: JOB DESCRIPTION AGREEMENT**

I SAROJADEVI IYER (full name) understand what is expected of me as an incumbent in this post and I concur with it.

COMMENTS: *Nil*

*Supt* S IYER  
COLONEL  
SIGNATURE OF INCUMBENT OF THE POST  
DATE: 2015-05-04

COMMENTS: *A. Crooks*  
A. CROOKS  
COLONEL  
KOLONEL  
SIGNATURE OF SUPERVISOR  
DATE: 2015-05-04

JOB DESCRIPTION AUDITS			
CAPTURED BY	RANK, INITIALS AND SURNAME	SIGNATURE	DATE
<u>Station:</u>			
<u>Provincial Office:</u> First Level Job Description Audit			
<u>National Office:</u> Second Level Job Description Audit			